



# Elvet Striders Constitution

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Agreed at the Annual General Meeting, 10<sup>th</sup> October 2012

Last amended at the AGM, 2<sup>nd</sup> October 2013

Subsequently amended at the AGM 15th October 2014

Amended 19<sup>th</sup> October 2016. Amended 18<sup>th</sup> October 2017. Amended 31<sup>st</sup> December 2020

## 1. TITLE

a. The Club will be called **Elvet Striders**, and will be directly affiliated to 'England Athletics' and thence to 'England Athletics North East'. 'England Athletics' are directly affiliated to the governing body of the sport, 'UK Athletics'. As a Club, we retain membership of these bodies in accordance with their Articles of Association, Rule Books and Code of Conduct. The Club colours shall be purple with green and white side panels bearing the name Elvet Striders.

## 2. BASE

a. The training base of the Club is The Graham Sports Centre, Maiden Castle, Durham, DH1 3SE. The correspondence address is that of the Club Secretary.

## 3. AIMS AND OBJECTIVES

a. The aims and objectives of the Club will be:

- To offer competitive and recreational opportunities in running
- To promote the Club within the local community and the running community
- To ensure a duty of care to all members of the Club
- To provide all its services in a way that is fair to everyone
- To offer enjoyment and friendship in the sport of athletics to adults of all abilities
- To organise teams to represent the Club in championships and leagues and in such other competitions as the Committee shall decide.

b. The Club shall cater for the following athletics disciplines: Road Running, Track Running, Cross-Country Running and Fell Running.

c. The club agreed during its 2017 AGM to adopt Tier 1 of the Sport England Code for Sport Governance, which is considered by EA and other NGBs to set out best practice.

## 4. MEMBERSHIP

a. Membership of the Club shall be open to all, regardless of gender, age, disability, ethnicity, race, nationality, sexual orientation, occupation, religion, political or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

b. Individuals who wish to become members of the Club must apply personally using the membership application form, either online or on paper. The appropriate subscription must accompany the application for membership. The Committee shall admit that person to membership unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the club. For young people age 16 or 17, a parent or guardian is to be entirely responsible for their attendance at all club activities.

c. The club membership year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March annually. By becoming a member of the Club every member and Club Officer agrees to abide by the Club's Constitution and Code of Conduct, the rules and regulations of UK Athletics and the rules and regulations of England Athletics (or relevant successor bodies). Members will be enrolled in one of the following categories:

- **Full member**
  - **Associate Member.** This status will only be awarded, at the discretion of the Committee, to those runners who live and/or work out of the Durham area and therefore cannot access MC, but who wish to run in races as an Elvet Strider. The status of Associate member was abolished at the AGM 2019. Now all members have equal status.
  - **Honorary Life Member.** This status will be awarded, by majority vote at an AGM, in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the club.
  - **Second Claim Member.** This status will be awarded, at the discretion of the Committee, to those members remaining a member of another club elsewhere or who are, for example, University students who compete for their University.
- d. Any member wishing to resign from the Club must do so in writing or by email to the Secretary before the 31<sup>st</sup> March, failing which, they may be liable for the ensuing year's subscription.

## 5. MEMBERSHIP FEES

- a. Membership fees will be set annually and agreed at the Annual General Meeting. Fees will be paid annually and are due by 30<sup>th</sup> April.
- b. Those members whose annual subscriptions remain unpaid by the end of June each year will not, unless otherwise approved by the General Committee, be entered, by the Club, to any races or events, or be eligible to compete in Club competitions only open to members.
- c. Any member failing to make payment by the end of June shall cease to be entitled to the rights and privileges of membership and may be expelled provided that notice has been sent at least twice to the member's last known email address informing him/her of the proposed action.

## 6. RESIGNATION

- a. A member intending to resign from the Club shall give notice in writing to the Secretary before 31<sup>st</sup> March, and their membership terminates on the date of that notice, unless they are financially indebted to the Club, in which case the Committee may withhold acceptance of their resignation.

## 7. OFFICERS OF THE CLUB

- a. The Officers of the Club will be:

- Chairperson
- Secretary
- Treasurer
- Men's Captain
- Women's Captain
- Men's Vice-Captain
- Women's Vice-Captain
- XC Captain
- Web Officer(s)
- Membership Secretary
- Coaching Co-ordinator
- COVID Co-ordinator
- Transport Officer
- Kit Officer
- Men's Cross Country Captain
- Women's Cross Country Captain
- Email list manager

- b. All officers will retire each year but will be eligible for re-appointment. Officers will be elected annually at the Annual General Meeting. The Committee has the power to fill any vacancy which may arise.

c. It was agreed during the 2017 AGM to create the role of President. Historically the club has relied upon a small number of impartial and senior members for their counsel and independent moderation in times of crisis, and the creation of the President role formalises this ad hoc input. The President must be either a Full Member or Life Member and is elected with a minimum term of office of one year. The President does not sit on the committee, nor will they have a Committee vote, except in the scenario that the Committee is not quorate and then in extremis, they would be invited to cast one vote. The Committee will prepare process and procedure for the appointment of Club President to be presented to members at the AGM 2021.

## 8. THE CLUB COMMITTEE

a. The Club will be managed through the Committee consisting of:

- Chairperson
- Secretary
- Treasurer
- Men's Captain
- Women's Captain
- XC Captain
- Web Officer(s)
- Membership Secretary
- Coaching Co-ordinator
- COVID Co-ordinator

b. The Committee meetings will be convened by the Secretary of the Club at least once a quarter (usually October, January, April, July - dates to be agreed by the Committee members). The quorum required for business to be agreed at Committee meetings will be a minimum of 5, provided either the Chairperson or the Secretary are present. The Committee will be responsible for adopting new policy, changes to codes of conduct and codes of practice and rules that affect the organisation of the Club operating within the Constitution (see Section 13). At a committee meeting during 2020 it was agreed that all Officers of the club could be invited to committee meetings and vote however, only Committee members would count towards the meeting being quorate

c. The Committee will have powers to appoint subcommittees as necessary and appoint advisers to the Committee as necessary to fulfil its business, but such co-opted members shall not have a Committee vote.

d. The Committee will be responsible for adhering to current England Athletics guidelines in any matter relating to disciplinary issues or grievances (see EA Grievance Procedures, correct 2013 and EA National Disciplinary Procedures 2013, available on the club website, but refer to most recent document where available). The Committee are responsible for disciplinary hearings of members who infringe the Club Constitution or Code of Conduct. The Committee will be responsible for taking any action of suspension or discipline following such hearings (see Section 11).

e. The Club is committed to communicating in a timely and effective way with all its members. The Secretary (and other members of the Committee) will aim to respond to all correspondence within 21 days. If a matter requires discussion at a Committee meeting, a response will be given within 7 days of the next Committee meeting after an initial acknowledgment of the receipt of correspondence (e.g. letter/email/website contact/verbal discussion)

## 9. FINANCE

a. All Club monies will be banked in an account held in the name of the Club. The Club Treasurer will be responsible for the management tracking and recording of the finances of the Club. The financial year of the Club will end on 31st March. An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

b. All club accounts shall operate on two signatories, one of whom shall be the Treasurer and the other either the Chairperson or the Secretary.

## 10. ANNUAL GENERAL MEETINGS

- a. Notice of Annual General Meetings (AGMs) will be given by the Club Secretary and will be held in the month of October. Not less than 21 clear days' notice must be given to all members.
- b. If any member has an issue that they would like to be discussed at the Annual General Meeting of the club, then this should be raised with a Committee member (usually the Secretary) in writing usually at least two weeks before the Annual General meeting.
- c. The AGM will receive a report from Chairperson, Club Captains, Treasurer, Cross Country Captains, Web Officer, Kit Officer and Transport Officer and a statement of the audited accounts.
- d. The entire committee will stand down at the AGM, however, any official who wishes to continue in their role must give notice 28 days before the AGM. Club members who wish to stand for any office can do so 21 days before the AGM. Those who wish to stand for office need a nominator and a seconder only if there is more than one candidate. Nominations should be made to the Club Secretary and nominations will close 14 days before the AGM. In the event of more than one person standing for any role there will need to be an election and candidates may wish to write a presentation to be published on TeamApp for members to consider. Voting will be by secret ballot before the AGM and for those who cannot attend, by e-mail to the Club Secretary. The quorum for AGMs will be 20% of the membership.
- e. All registered members of the Club at the meeting who are aged 18 years or more shall have one vote. In the case of an equality of votes the Chairman will have a second, casting, vote. Voting shall be by a secret ballot for officers of the club and committee members – voting on other club matters should remain as by show of hands.
- f. The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM for any Club business deemed to urgent to wait until the next AGM. An EGM must be called if 25% of voting members so petition the Secretary in writing. Three weeks' notice of an EGM must be given to the all members by email or in writing together with the motion(s) to be discussed. No other business shall be conducted at the EGM. Procedures for EGMs will be the same as for the AGM.
- g. London Marathon numbers: It was agreed at the AGM 2018 that members could apply for a club number for the London marathon if they met the following criteria:
  - They had entered the race and been rejected whilst already being a member of Elvet Striders.
  - They had not received a club number in the previous 3 years

## 11. DISCIPLINE AND APPEALS

- a. The club will not tolerate the physical or emotional abuse, harassment, discrimination or defamation of any of its members during or subsequent to club events. Any member may be disciplined or excluded from the club if his/her conduct has been, or is likely to be, prejudicial to the reputation of the Club.
- b. Any complaints regarding the behaviour of members should be detailed and submitted in writing to the Secretary, unless the complaint is against the Secretary, in which case the complaint should be presented in writing to the Chairperson. It is the responsibility of the Secretary (or Chairperson) to convene a Committee meeting to hear the complaint within 21 days of receipt of a complaint being lodged. The Committee will, where necessary, appoint 2 investigating officers (normally club members) to gather appropriate evidence to be presented to the Committee.
- c. The Committee has the authority to take appropriate disciplinary action, including the termination of membership in accordance with England Athletics Grievance procedures (see Appendix A) and England Athletics Disciplinary Procedures (See Appendix B).
- d. Exclusion of a member will be agreed by a resolution of a majority of at least two thirds of those present at a properly convened Committee meeting at which no fewer than 4 of the Committee must be present. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 21 calendar days of the hearing. There will be the right of appeal to the Committee following disciplinary action

being announced. A small group of members will be convened to consider the appeal within 21 days of the Secretary receiving the appeal.

e. Any concerns, allegations or reports of poor/unsafe practice/abuse relating to the welfare of children, young people or vulnerable adults will be recorded and responded to swiftly and appropriately in accordance with England Athletics current welfare procedures

## **12. DISSOLUTION**

a. A resolution to dissolve the Club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the Club that remain will become the property of a local club with similar aims and objectives to Elvet Striders.

## **13. AMENDMENTS TO THE CONSTITUTION**

a. The Constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **14. DECLARATION**

a. Elvet Striders hereby adopts and accepts this Constitution and the associated Code of Conduct as a current operating guide regulating the actions of members (as voted for in the AGM 10<sup>th</sup> Oct 2012, most recently amended 18<sup>th</sup> October 2017). This replaces the Club's original constitution used since its formation.

**Date: 31st December 2020**

**Signed:**

**Name: Pam Kirkup**

**Position: Club Secretary**